# SERVICE Site Application

# COnnect AMERICORPS PROGRAM

## **Applicant information**

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| Organization Name |  | Main Contact Person/Title |  |
| Address |  | Phone |  |
| Website |  | Email |  |

## **Member Slot Requests**

Full Time: Cost to Service Site, $9,000. Full time AmeriCorps member serves 1700 hours over approx. 11 months. Member benefits include a living allowance of $14,500 (pre-tax), and an education award of $5,920 (pre-tax) upon successful completion of service. Other benefits include health insurance, federal school loan forbearance, and substantial training opportunities

Half Time: Cost to Service Site, $5000. Half Time AmeriCorps member serves 900 hours during the service year (11 months or fewer). Member benefits include a living allowance of $7,671 (pre-tax), and an education award of $2, 960 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities.

Summer Quarter Time: Cost to Service Site, $3,000. Quarter Time AmeriCorps members serve 450 hours during the service year (11 months, or serving as full time during the Summer). Member benefits include a living allowance of $3,770 (pre-tax), and an education award of $1,566 (pre-tax) upon successful completion of service. Other benefits include federal school loan forbearance, and substantial training opportunities

Program Year – Monday 17th September 2018 – Friday August 30th 2019

**ENTER NUMBER OF SLOTS**

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| **Full-Time – 1700 Hours:** |  | **Half-Time – 900 Hours:** |  | **Quarter-Time – 450 Hours:** |  |

## **Positions (add rows as necessary)**

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| **Position Title** | **Supervisor Name and Title** | **Slot Type** |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

## **Organizational Need**

Please provide any statistics, data, or other compelling information that demonstrates the need for the proposed position(s). How will this position support the goals of our AmeriCorps program?

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On a day to day basis AmeriCorps members will provide direct services to expand culturally appropriate youth programming and family supports, to close opportunity gaps in education and career, and promote STEM awareness and participation. Members will strengthen connections for youth to skill building for education and career development, with outcomes of increased school engagement, or strengthened skills in STEM subjects leading to college or career in growth areas. Youth engagement in schools and in our communities, through expanded learning opportunities in and out of school, reduces risky behavior and leads to safer communities.

## **Estimated impact of position**

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| **Focus Area:** | **Projected Impact Numbers** | |
| Primary Focus Areas | | |
| Youth receiving training or direct service to support academic or community engagement – Positive Youth Development (Performance Measure 1) |  | # of Individuals |
| Pre/Post Survey - improved academic engagement |  | # of Individuals |
| Number of youth taking part in an AmeriCorps supported youth program for improved STEM engagement or awareness – (Performance measure 2) |  | # of Individuals |
| Pre/Post Survey – improved STEM engagement ad awareness |  | # of Individuals |
| Secondary Focus Areas |  |  |
| Supporting healthy lifestyles and safer communities |  | # individuals / clients in program |
| Behavior change for healthy lifestyles or safer community |  | # individuals/clients in program |
| Volunteer Mobilization |  | # volunteers |
| Capacity Building |  | Please put “x” and describe below. |

**Youth Services 1:**

Please describe day to day youth service supports that the member will provide – Positive Youth Development

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**Youth Services 2:**

Please describe day to day youth service supports that the member will provide – STEM engagement and awareness

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Please describe day to day youth service supports that the member will provide – Positive Youth Development

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**Capacity Building:**

Please describe any capacity building activities that the member will engage in and their predicted impact

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**Other:**

What other activities will the member engage in, not listed above, projected impact?

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## **Member Effectiveness**

Briefly describe how the member will be effective in this placement. What would not get done without an AmeriCorps Member? What impact will the member have outside of the duties listed on the position description? How do you foresee your organization will grow or benefit from an AmeriCorps Member placement?

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## **Member Development**

Successful AmeriCorps experience provides structure, supervision, skill development and leadership opportunities. How will you cultivate your member as a leader and have appropriate responsibility for projects during their service? What training and orientation will the member receive at your site, to prepare for the position? Can you provide training and networking throughout the year? How will the member access support and supervision?

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## **Data Collection**

Which data collection and documentation tools will be used to help members report the impacts of their service activities? Examples data logs, volunteer sign-in sheets, client tracking systems, etc.

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## **Host Site Member Support Capacity**

Our AmeriCorps team created the following list of recommendations about how to best support AmeriCorps members:

* Honor the value and time I spend at the site, community and AmeriCorps team
* Hold weekly check-in meetings
* Respect and help cultivate a balance of work and life
* Set clear expectations; use a work plan as a living document to map projects
* Organization change can be ambiguous so if next steps are not clear, humility in honoring the ambiguity is appreciated
* Provide feedback that is genuine and detailed
* Respond promptly when feedback is necessary
* Honor AmeriCorps member’s time commitments as you would another staff person
* Find ways to regularly say ‘thank you’ (food and words are nice!)
* Ask for feedback about a member’s experiences and observations. AC members may be intimidated by the power difference and not offer valuable feedback.
* When information only trickles down and isn't shared in a thoughtful way, it is like putting together a puzzle

Based on this list, how will you provide supervision to your AmeriCorps member? Are there other supervisory methods you would use?

Please confirm: the member will have access to a desk, phone, computer with internet, and any other tools necessary for execution of duties; will have regular access to the supervisor and key support staff; able to be excused for AmeriCorps training and events without issue; and will be treated as part of the staff at the Host Site, Supervisors will be trained in AmeriCorps service terms and conditions..

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## **Member Safety**

Please describe how your organization ensures the safety of its staff. If you have a written safety policy/procedures, please attach that instead.

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## **Member Benefits**

Please list/describe any additional benefits the member will receive from the serving with your organization. Examples include: relevant field experience, additional training, certifications, non-cash goods, networks, mileage, access to bus pass etc.

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Please check that your organization agrees to the following as an AmeriCorps service site:

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|  | Able to provide cash match on a quarterly basis |
|  | Member position does not displace or duplicate any employed or volunteer positions within the organization. |
|  | Member position emphasizes direct service and will not be comprised solely of capacity building activities, such as administrative tasks, marketing, systems development, fundraising, etc. |
|  | Member position does not include activities of a political or religious nature. |
|  | Member position provides activities that are meaningful, challenging, and of appropriate volume. |
|  | Able to provide a safe, healthy working environment. |
|  | Able to provide appropriate office space and the equipment and supplies necessary |
|  | Able to assist member with documentation of service |
|  | Supervisor has demonstrated skills to adequately support, guide, give feedback, and provide proactive communication with the member. |
|  | Supervisor is located on-site and able to meet at least once per week with the member. |
|  | If service site uses federal funds to cover member costs the service site will provide documentation that the federal agency issuing the funds has authorized the funds to be used as match for the purposes of the CNCS grant. |
|  | Service Site will support the member in attending AmeriCorps events. |
|  | Service Site is able to provide training to enhance the member's ability to perform his/her responsibilities and support his/her professional development. |
|  | Member and Supervisor agree to adhere to Mandated Reporting requirements (training will be provided as necessary) |
|  | Service Site is able to communicate issues of concern and importance to CEDO AmeriCorps staff in a timely manner. |

Please type your name in agreement with the following:

I understand that by accepting sponsorship, the organization I represent will be required to contribute the cash match per member. I understand that CEDO may incur unforeseeable reductions to its operating budget and that these amounts may change prior to the start of the 2018-19 program year.

I further understand that I will be able to provide the AmeriCorps member(s) with the supervision and support they need to complete their service term. I understand that the member’s supervisor may be required to attend several meetings/days of training throughout the service year, including one half day of the Service Orientation. I understand that we will be asked to release the member for AmeriCorps-related training or events for up to 2 days/month on average.

I understand that CEDO will conduct initial recruitment and screening, our organization will interview the candidate and check references.

I understand that as a service position. The member is not held to the exact same standards as an employee and that it is not possible to ‘dismiss’ them after a trial period unless they are clearly performing illegal or unsafe acts or if their attitude warrants action. There must be clear documentation of these acts and the member must have access to due process (which might include more than one three-way meeting to attempt to resolve the issues with the Program Director, Supervisor, member and sometimes the Executive Director of the sponsoring organization as necessary).

I understand the AmeriCorps position must not displace an employed or volunteer position.

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| **Name** | **Title** | **Date** |
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***You must also submit the Position Outline*** *(use template provided)*

Please send **completed Service Site Application and Position Outline** by email to Marcella Gange @ [mgange@burlingtonvt.gov](mailto:mgange@burlingtonvt.gov) (Questions should also be directed to this email address)

**Application Due July 20th 2018 at 12:00pm**